



Montgomery County Department of Permitting Services

255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240) 777-0311
www.montgomerycountymd.gov/dps



Affix DPS Approval Sticker Here. Include Inspector name, contact info and additional project requirements. Post this sheet to Back of First Page on Approved Plans.

COMMERCIAL BUILDING & MECHANICAL INSPECTIONS PRE-CON MEETING NOTES

A. BUILDING AND MECHANICAL INSPECTION SCHEDULING GUIDELINES:

1. DPS approved plans must be on site for inspector review. Any changes affecting Structural, Accessibility (ADA), Egress, Life Safety, or Mechanical Systems require a formal DPS Plan Revision submission and review.
2. Post permits conspicuously at building entrances. Schedule Inspections on-line or via 311 before 12PM for next day service. Always Provide contact information and suite/unit number when scheduling any inspection.
3. Check on-line or via 311 to verify the assigned inspector **after** 7:30 AM the day of inspection. Customers may then contact the inspector directly for an inspection time frame or to cancel any scheduled inspection(s).
4. **The inspector will disapprove/cancel the inspection(s) if any trade close-in/final inspection is not approved, or inspections are not scheduled correctly. Repeat disapproval(s) is subject to a Re-Fee.**

TYPICAL BUILDING INSPECTION TYPES

Y/N	Code	Description	Types of Inspection	Pre-requisite Approvals
	042	Wall Bracing	Exterior - Structural Wall Bracing/Sheathing.	Wall Check (074 for New/Adds)
	051	Footing/ Foundation	Footing/foundation reinforcing, & soil bearing (visual inspection).	Soils Testing if >2000 PSF (3 rd Party, see Section B)
	056	Masonry	Masonry Walls (Interior and Exterior)	Wall Check? Electrical & Plumbing
	069	Slabs (Decks)	Concrete SOG, Framed decks/platforms.	Underground/platform Plumbing & Electrical.
	070	Wall Framing	Interior - Close-in (partitions & shafts) One-sided sheathing/drywall allowed. Pre-Rock* .	Wall Check? Plumbing & Electrical. (* <i>Partial Inspection Fee</i>).
	071	Ceiling	Close-in of acoustical and hard ceiling framing. Schedule with Mech.	Plumbing, Electrical, Sprinkler (Hydro) & Fire Alarm (Low Volt.)
	251	Final	Final Life Safety, Energy, Fire Prevention, & ADA compliance check. Sched. with Mech.	Final Plumbing, Electrical, Sprinkler & Fire Alarm.
	504	Energy Ceiling	Ceiling Insulation Inspection. Spray thermal insulation requires pre-approval*.	Ceiling Framing (071). (*3 rd Party Cert/Letter needed)
	506	Energy Wall	Tyvek* & Wall Insulation Inspection. Spray thermal insulation requires pre-approval**.	(* <i>Partial Inspection Fee</i>) Framing/Bracing (070). (**3 rd Party Cert/Letter needed)

TYPICAL MECHANICAL INSPECTION TYPES

Y/N	Code	Description	Types of Inspection	Pre-requisite Approvals
	508	Energy Duct	Duct insulation for new construction. Schedule with building energy inspections.	Duct seal/mechanical close-in (606/608).
	604	Hood	Type I Hood Inspection and grease duct light test*.	Structural approval. (*300 Watt Bulb with blacked-out space.)
	606	Ductwork	Hard Duct Inspection for sizing and joint sealing prior to duct insulation application.	None.
	608	Close-In (Ceiling)	Close-in of mech. systems, ductwork, & connections. Schedule with Building.	Hydronic, Refrigerant & Fuel Oil piping pressure testing Y / N .
	651	Final	Final approval of equipment, and components. Schedule with Building.	Unit MOC check. Mech. piping Cert. & Air balance Report.

[Type here]

B. THIRD PARTY INSPECTIONS: DPS Authorized 3rd Party Inspections: *(circle all that apply)* 051, 053, 054, 056, 058, 059, 060, 061, 065, 068, 069, 072, 259, 502, 504, 506, 508, 510, 550, EFIS or N/A . *Provide certs at time of Inspection.*

Third Party Inspector other than Geotechnical Inspector:

Company Name:

Third Party Inspector Engineer of Record:

Date:

Signature:

Geotechnical Inspector (If applicable):

Company Name:

Geotechnical Inspector:

Date:

Signature:

Scope of Third Party Inspection: (List items subjected to third party inspection)

C. USE & OCCUPANCY: A Use and Occupancy Permit is required - Yes ☐ No ☐ . Proposed Use Type _____.

Additional Use Type requirements: _____.

D. PROTECTION OF OPENINGS: Rated wall/ceiling assemblies required by plan or Use Type - Yes ☐ No ☐ .

Provide UL Systems Number(s) for proposed opening protection in rated assemblies at or before inspection.

C. CUSTOMER ACKNOWLEDGMENT OF DPS PERMIT INSPECTIONS REQUIREMENTS:

Customer: _____,

See attached DPS Sticker for additional requirements.